MINUTES
College Technical Education Council (CTEC)
October 23, 2007

Members Present:
Ken Grosz, Executive Director, MiSU-B
Mike Hillman, Vice Chancellor for Academic and Student Affairs, NDUS
Marsha Krotseng, Vice Chancellor for Strategic Planning/CTEC Director, NDUS
Wayne Kutzer, Director, Department of Career and Technical Education
Holly Mawby, Workforce Training Director, LRSC (representing Sharon Etemad, President, LRSC)
Joe McCann, President, WSC
John Richman, President, NDSCS
Larry Skogen, President, BSC

Also Present:
Elizabeth Brendel, FINDET Research Analyst
Michelle Olsen, FINDET Director
Philip Parnell, NDUS Director of Articulation and Transfer
Debbie Van Berkom (recording secretary), BSC

Marsha Krotseng called the meeting to order at 10:09 a.m. and welcomed everyone and introduced the guests.

Approval of September 18 CTEC minutes
It was moved by John Richman and seconded by Larry Skogen to approve the September 18, 2007, CTEC Minutes. Motion carried unanimously.

Announcement of potential new programs
Mike Hillman stated that no Stage I or Stage II two-year institution programs are pending.

He asked if any institutions were proposing potential programs. There were none.
Corrections training update
Mike Hillman provided an update indicating that any official announcements about the status of the RFP will come from the Department of Corrections.

Phi Theta Kappa update
Larry Skogen said that Rod Risley, Phi Theta Kappa Executive Director, will be making a presentation at the Chancellor’s Cabinet Meeting on Wednesday, October 31, at approximately 2:00-2:30 p.m. At 3 p.m. Mr. Risley will have a workshop for PTK advisors and PTK student officers followed by a 5 p.m. dinner for all including the 2-year college presidents and vice chancellor Krotseng.

Nominations are coming up in November for state team. Larry said it would be nice if in March or April 2008 a statewide gathering could be held at BSC to honor those PTK students with medallions and scholarships from the 4-year schools. Hopefully this initiative can be further developed by fall 2008 to get some corporate sponsors, etc.

Larry stated that, in the past, we were able to do a query and obtain a list of students with a cumulative GPA of at least 3.5 and now we can’t perform that query. An e-mail had to be sent to faculty to find out who has a 3.5 GPA. He asked if other campuses have a query that exists to pull those students. John Richman thinks their campus can get it done. Larry needs to send him a contact name. Marsha Krotseng and Mike Hillman will raise this issue with Randall Thursby.

Transfer report presentation by Philip Parnell
Philip Parnell distributed copies of his power point presentation on ND Transfer Migration Study. He thanked the campus registrars for their help with this study and indicated that the two-year colleges are the first to get copies of their transcripts to him.

Philip indicated that the lowest acceptance rate is community college to community college. The reason seems to be policies about accepting credits that are needed for the specific program the student identifies. It was noted by Ken Grosz that “accepted” and “useful” are two different things. Mike Hillman stated that the Board policy having to
do with common course numbering, etc. is very effective. Philip added that North Dakota is one of the few states that have common course numbering.

Philip stated that a report of this information for each campus and much more can be found at www.transfernd.com

Philip also noted that one student had 20 semesters and 120 credits; some had well over 100 credits toward the AA before transferring to a university.

Philip did distribute some individual campus information. The entire report is expected to be completed by January when he makes a presentation to SBHE.

John Richman asked if problems are diminishing as far as transfer credits. Mike Hillman said there are very few students with transfer problems. Academic VPs are the contact point for issues, and they’ve worked on this a great deal.

Philip said he has access to 3000 transcripts. If there are things you want to know about your students that he didn’t share with you, please let him know so he can give you and your staff the information they need.

**FINDET presentation by Michelle Olsen, FINDET Director**

Michelle Olsen gave a PowerPoint presentation titled “Follow-up Information on ND Education and Training.” She stated that FINDET has been around since 1994. They do work for many agencies and have access to a wealth of data. She went on to show what they have access to and how they can help the campuses. She too indicated that she may have cumulative GPA information for PTK in response to Larry Skogen’s earlier question. North Dakota is one of five states that can follow students from high school to postsecondary to workforce. FINDET staff do not have access to private K-12, secondary, post-secondary, tribal, or Youth Correctional Center information. She explained the difference between CIP codes (classification of instructional program), which come from the US Department of Education, and SOC codes (standard occupational classification) from the US Department of Labor.
Larry Skogen suggested having this briefing presented in a workshop with curriculum developers and those who are responsible for the academic and advising programs at their respective institutions. He offered to host a workshop at BSC.

Mike Hillman stated that the revitalization of FINDET is timely for legislative and state discussions. The ability to determine what occupations graduates can fill could have important policy implications. According to one statement, the best thing ND can do to retain students is to keep tuition rates low to keep indebtedness low.

Marsha Krotseng asked Michelle to talk about HB 1018 and workforce training. Michelle said they need social security numbers to match with wage records and that’s difficult to obtain. There was considerable discussion on how those numbers could be obtained, considering the reluctance of people to share their social security number.

Mike Hillman suggested the possibility of developing one bio demo record for each person through Peoplesoft rather than a separate record under AceWare or other system.

The group broke for lunch at 12:10 p.m.

The meeting reconvened at 12:50 p.m.

The discussion continued about FINDET and the indicators for Workforce Training.

Holly Mawby stated that all four Workforce Training quadrants are using the same software and all information on each individual is there. If they don’t have a social security number, they are assigned a number with AceWare.

Mike Hillman stated that the NDUS office is required to produce an annual report of unduplicated credit and non-credit headcount. We don’t know if we have duplicates resulting from WFT students. Mike expressed the concern that if higher education cannot develop more accurate reporting methods, the Legislature may choose to provide the WFT dollars to another agency.
Mike Hillman commended the WFT quadrants on what they’re doing with the limited state resources. It may take a couple years, but hopefully it can be part of ConnectND without identifying them as students.

Marsha Krotseng asked about the best way to move forward on this to involve the other WFT quadrants. If we need budget initiatives for the 2009 Legislature, we need to discuss further. WFT directors need to be involved, but CTEC needs to give them the vision as to what it should look like. Mike Hillman volunteered to ask Randall Thursby about the possibility of developing a bio demo record for WFT clients.

It was moved by Larry Skogen and seconded by John Richman that CTEC would like the feasibility explored as to how to integrate the record keeping from WFT quadrants into the rest of the educational records system for NDUS. Motion carried unanimously.

**Marsha Krotseng distributed Performance on Accountability Measures for WFT – FY 2007.** She thanked Holly Mawby and her colleagues for all of their work in this area.

**Procedure 402.4 Admissions Policies**
Marsha indicated that most questions were answered during the conference call in September. No one added any further issues for discussion.

**Workforce Enhancement Grant update**
Larry Skogen indicated that the advisory groups have been asked for information, but no one has submitted a proposal yet. The grant match is an issue.

Joe McCann indicated they are thinking about something in oil patch or construction area OR tourism with LRSC and Bottineau but that is difficult because of the match. Holly Mawby stated that Sharon Etemad is meeting with private sector partners for a grant.

John Richman stated that NDSCS has had preliminary discussions on nanoscience, truck driving, welding and potential of electrical program going to northwest.
Larry Skogen indicated that BSC would likely consider a program related to energy.

Wayne Kutzer stated that the Workforce Enhancement Council has not been called together yet and probably will not meet until proposals have been submitted. Larry Skogen added it is very important that we not leave the $2 million “on the table.” Unless the funding is used in the current biennium, it is not likely that additional funds will be provided for the next biennium.

It was moved by Larry Skogen and seconded by John Richman that Joe McCann put some bullet points together related to providing programs in response to industry needs. Motion carried unanimously.

**Governor’s Workforce Summit follow up**

John Richman raised a question from the Workforce Summit regarding tax credit for internship. It’s $3000/business for NEW interns. John stated that he recently advised Shane Goettle that institutions need a coordinator on campus who can promote that connection between co-ops and student interns. That makes it easier for business and industry to follow through.

Do any campuses have a portion of a job providing coordination for interns? WSC has 10% of a position and NDSCS has 20-25% of a position performing that function.

Joe McCann commented that a college campus offers a cultural center for our communities that is unfunded.

**CCBenefits Training update**

Marsha Krotseng distributed the list of personnel from the various campuses who will be involved in the CCBenefits training on November 8 (late afternoon with an evening social) and then on November 9 in Bismarck.
Important dates:

- October 29: Legislative Council Workforce Committee in Gwinner. John Richman and Marsha Krotseng plan to attend. Marsha will send everyone a website link to the agenda.
- November 8: Statewide Workforce Training Advisory Board Retreat in Bismarck. This is only the second time all four (4) advisory boards have been asked to come together. Marsha and others are working on an outline for that Retreat. Joe McCann asked that the information be shared with presidents (and also advisory board members) prior to November 8th.
- November 5-7: MHEC workforce “summit” on higher education in Des Moines, IA. Ten (10) representatives from ND will be attending including Marsha Krotseng.

Other business and open discussion
Marsha received an e-mail yesterday from Job Service ND asking for a name by today of a representative to attend a US Department of Labor meeting in Chicago in early December. Deanette Piesik has agreed to attend from ND. Wayne Kutzer stated that he has been invited and is tentatively planning to attend.

Joe McCann distributed information on “Grow Our Own” Employer Sponsorship Program. This involves a WSC student finding an employer who is willing to be a sponsor. They work out their own agreement as far as work obligation before and after the education process, including what the employer will pay for. If anyone wants further information, please let Dr. McCann know. The agreement is between the employer and the student directly.

Marsha Krotseng said she would like to highlight programs such as this at future CTEC meetings.

The meeting adjourned at 2:40 p.m.

Next meeting is scheduled as a conference phone call on November 27, 2007.